



## JOB DESCRIPTION

Post:	Overnight Supervisor
Scale:	1
Responsible to:	Estates & Sustainability Manager
Direct reports:	None

### Key purpose of the role:

To work alongside the Estates & Facilities Manager to provide an evening and overnight caretaking service that ensures the College is safe and presentable for staff, students & visitors. To be the first point of contact in any emergency situation.

### Role outline – Main Responsibilities:

- Ensuring that entrance to the College is welcoming and safe
- Ensuring that good order is maintained on the College site
- Responding to queries and calls for assistance, including first aid
- Patrolling site at regular intervals
- Responding to emergencies
- Checking and if necessary cleaning of and replenishing stock in public toilets
- Emptying any full rubbish or recycling bins in public areas
- Responding to maintenance requests, carrying out repairs where possible or reporting them
- Ensuring that vacant rooms are secured and that alarm systems are set and unset
- Carry out and record regular safety checks around the buildings and sites
- Assisting with Fircroft events as required
- Log and record any issues to ensure a smooth handover between shifts
- Covering absences for other members of the caretaking team
- To undertake training as required by Fircroft College
- Any other duties reasonably requested and falling within the remit of the post as may be required

### Generic for level:

- Ensure that identified best practice is implemented through our people, practices and processes.
- Actively participate in supervision processes
- Promote Fircroft College's commitment to Equality, Diversity and Inclusion.
- Have a duty of care to yourself and others regarding Health and Safety issues and ensure the colleges Health and Safety Policies and procedures are implemented.
- Actively promote the College's Safeguarding and Prevent policies and be aware of own responsibilities to report concerns.
- Attend training and development opportunities and keep up with changes to law and legislation affecting your role and the College.
- Comply with and actively promote College policies and procedures.
- Cover for other members of your team when required.

## **Competencies and behaviours:**

- Supports others to achieve results.
- Demonstrates and promotes the values of Fircroft College
- Understands the Fircroft College mission and commitment to **transformative** education.
- Responds to stakeholder needs.
- Student and Customer focussed.
- Plans and organises work
- Works **collaboratively** with colleagues.
- Encourages and **supports** organisation and individual learning to achieve continual improvement.
- Commits to own personal continuous **development**.
- Flexible and responsive to change.
- Communicates effectively and uses appropriate communication channels, keeping others informed.
- Promotes and creates culture of **inclusion** demonstrated through courtesy and respect for difference.
- Supports colleagues to achieve.

This Job Description is current at the date shown below, and is a guide to the work you will be required to undertake. In consultation with the post holder, it may be changed from time to time by the College to meet changing circumstances.

April 2025

## **CONDITIONS OF SERVICE**

The appointment is subject to the Conditions of Service for Business Support Staff.

## **SALARY**

The salary for this post is scale 1, currently £24,570 per annum (£19,656 per annum pro rata).

## **HOURS OF WORK**

Actual hours of work will be decided by the line manager for the role, but will be based around 10:00pm – 8am Monday, Tuesday and Wednesday (30 hours per week).

## **ANNUAL LEAVE**

The post carries 32 annual leave days per annum, pro rata, plus eight public bank holidays, pro rata. 6 of these annual leave days must be taken during our shutdown period over Christmas.

## **PENSION SCHEME**

The College operates a 'Peoples Pension' pension scheme. For more information please contact our Finance team.

## **PROBATIONARY PERIOD**

All newly appointed business support staff have to serve a 6-month probationary period.

## **LOCATION**

The successful applicant will be based at Fircroft College in Selly Oak.

## **MEDICAL**

The successful applicant will be required to satisfy the Medical Officer as to his/her fitness to carry out the duties of the post.

## **RECRUITMENT OF EX-OFFENDERS**

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

As an organisation we use the Disclosure & Barring Service (DBS) to assess the suitability of all prospective appointments. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Applicants/employees are required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any 'protected' cautions, or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of any offences.

## **DISCLOSURE & BARRING CHECK**

A Disclosure & Barring Service check will be sought for the successful applicant.

## **SAFEGUARDING**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

All newly appointed staff will be required to undertake safeguarding training following their appointment.

## **TRAINING**

Undertake any appropriate training and development as required, including Health and Safety.

## **SMOKING POLICY**

For health and safety reasons, Fircroft College has designated smoking shelters and smoking is not permitted in any area other than these.

## **APPLICANTS WITH DISABILITIES**

Candidates with a disability should contact the HR Department before interview if they require any adjustments to be made for the interview and/or selection tests.

### Person Specification

Qualifications, Attainments or Experience	Essential or Desirable	How this will be assessed
Experience of undertaking caretaking or concierge duties in a busy setting	Essential	Application Form
Basic IT Skills	Desirable	Application Form
Basic Health & Safety training	Desirable	Application Form
Emergency First Aid qualification or willingness to undergo training	Essential	Application Form

Knowledge / Skills / Competencies	Essential or Desirable	How this will be assessed
An awareness and commitment to Safeguarding and Prevent	Essential	Application Form / Interview
An awareness and commitment to Equality and Diversity	Essential	Application Form / Interview
Good communication skills	Essential	Interview
Able to work as part of a team and independently without supervision	Essential	Application Form

